Mobile Construction Inspection

User Guide

# Version 3.0

Contents

MC Docs Installation/Reinstallation

The MC Docs app should be part of the standard complement of apps on your iPad when you receive it. However, if you happen to delete the MC Docs app by mistake or it is not present on your iPad, you can access it for installation via the PennDOT App Catalog.

To begin the installation/reinstallation process, launch the App Catalog from your home screen by tapping the App Catalog icon.
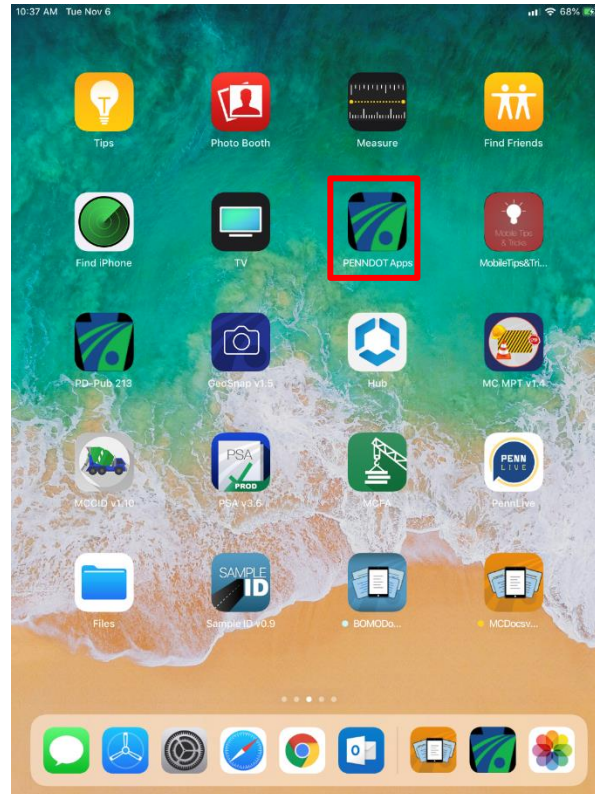
The app catalog will launch. Tap the "Search" button. Tap in the Search bar and begin typing 'MCDocs'. The app should display below the search bar. Tap on the app.
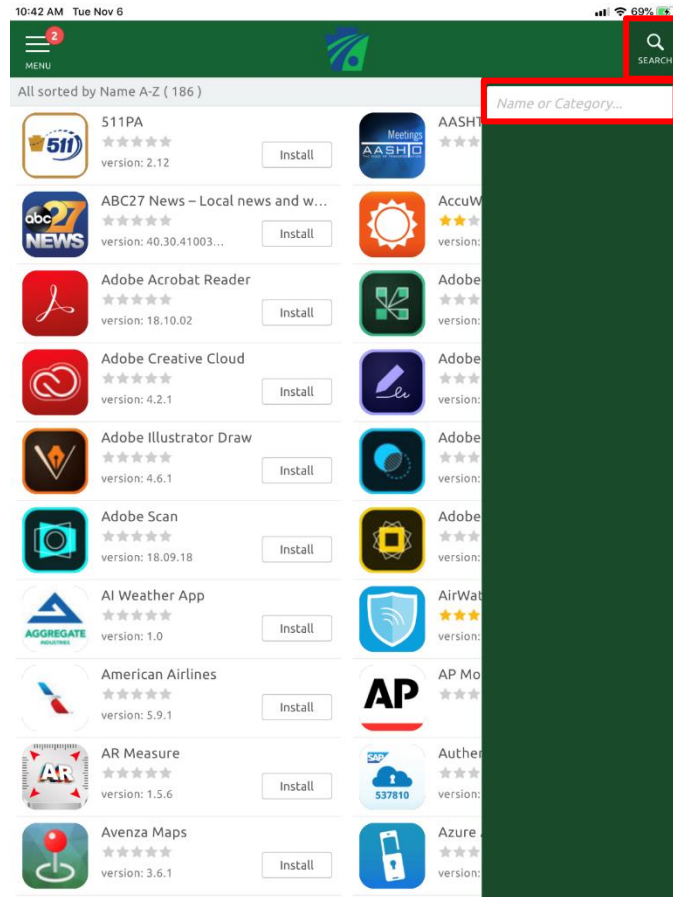
Click the install/reinstall button. A confirmation message will display indicating that the application will install automatically and you will be taken to the home screen of the iPad. Tap 'Install'. You will be taken to the home screen where you can locate the app icon and wait as it installs.

Launching the MC Docs App

To launch the MC Docs app after you have installed it, click the MC Docs app icon on your home screen.
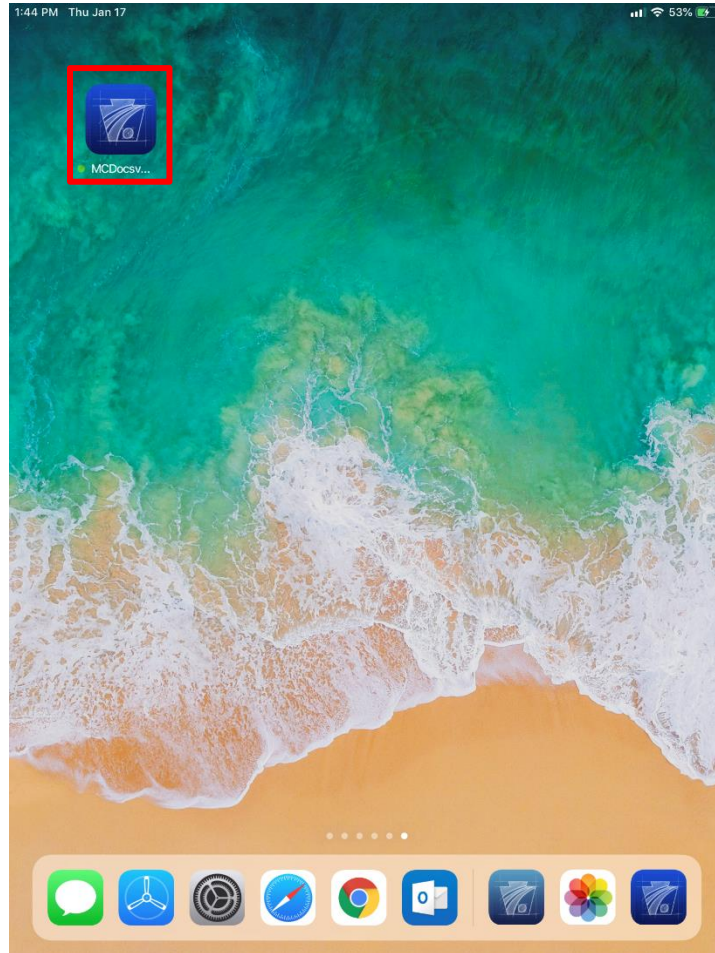
Log In/Log Out

Log In

After you launch the MC Docs app, you will be presented with a log in screen. To access the MC Docs app, enter your CWOPA user name and password. **(It not not necessary to add CWOPA at the beginning of the assigned username or add @pa.gov)** Then, click "Log In."

The 'Remember Me' button allows the app to remember your login credentials. By enabling this feature you will not have to re-enter your credentials next login.

If you forgot your password, you can view assistance options at the bottom of the screen.

Once you have entered your CWOPA credentials, you will receive the ECMS Account Link box. This is where you will enter your ECMS username and password, linking the two accounts. The only way to change your linked ECMS account is to contact the IT Service Desk. You can update your ECMS account password in the 'Settings' screen.

Log Out

To log out of the MC Docs app, click the "Log Out" button in the upper right hand corner of the 'My Library' section of the screen.
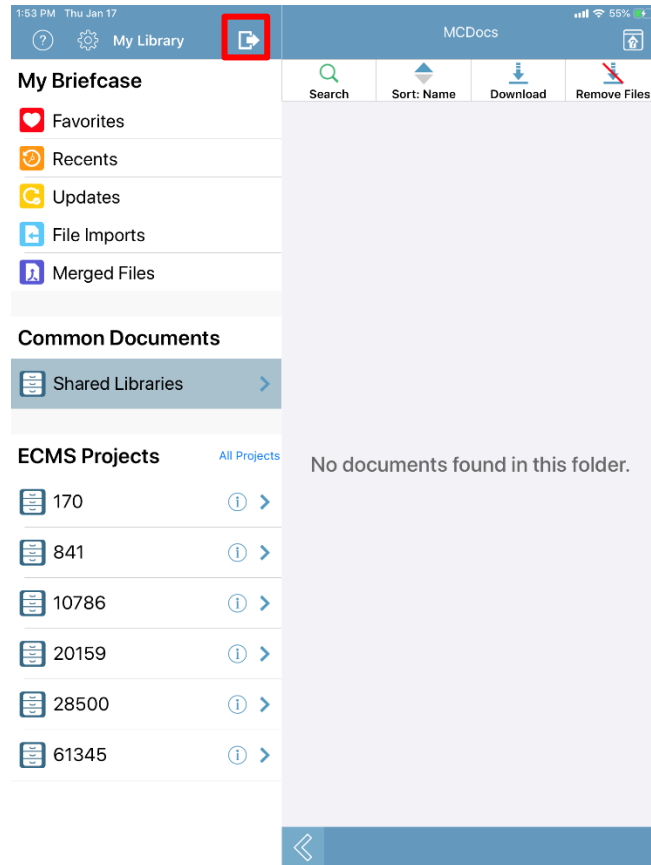
On the pop up that is displayed, click "YES" to be logged out of the app.

My Library Screen

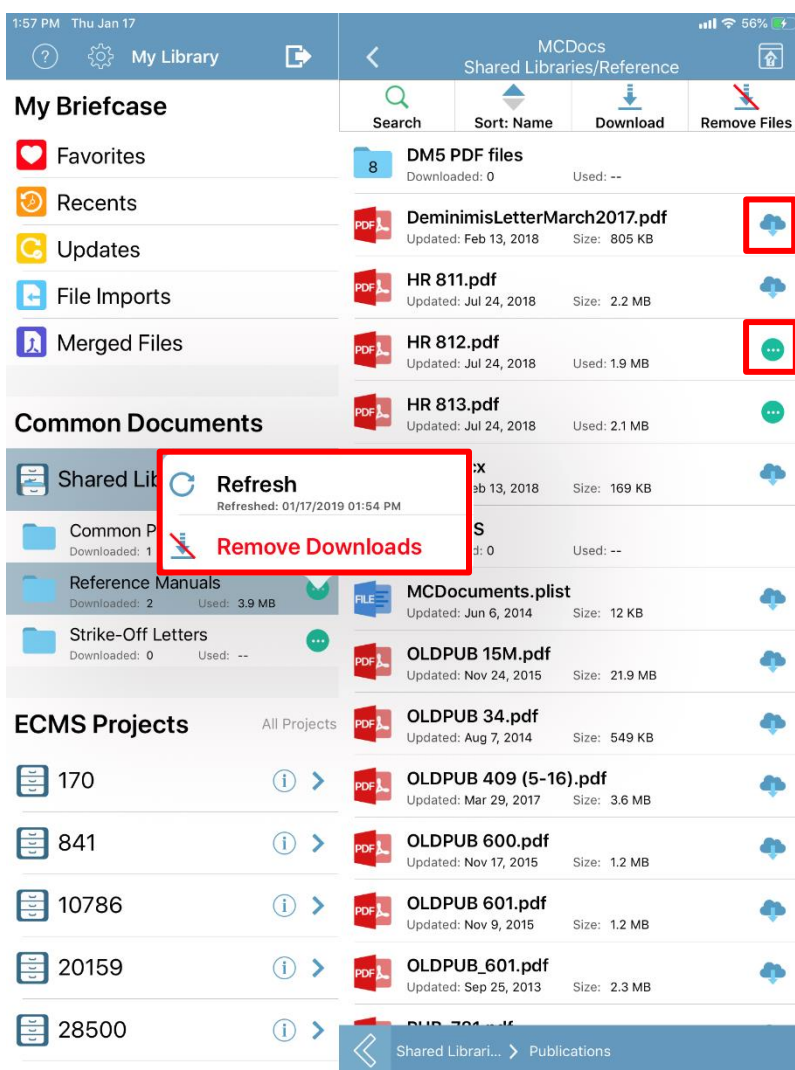## Document Download

Any files that have yet to be downloaded will display the cloud with an arrow icon. Downloaded files will display the actions menu button. Each actions menu button contains different actions. Folders also display the actions menu button, from which you can refresh the folder and delete all files that are contained in that folder. To download a file or open a folder, tap on it.

Once a file has downloaded, you can open it by tapping on it. Once the document opens, you will notice the 'Done' button, the 'Page View' button, the 'Search' button, the 'Lock Screen Rotation' button and the 'Export' button. You will have these options when any file is opened on your screen. To close the file, tap 'Done.'

Settings

The settings screen is where you will be able to update your ECMS/CWOPA link and customize the default settings. Tap on the settings icon in the top left corner. The settings screen displays. This screen shows both the CWOPA and ECMS accounts that are linked. You can change 'Max Recents Count' to show a specific number of files in the 'Recents' section on the dashboard. You can also change the "Data Refresh Interval" to refresh the data every x hours. To exit the settings screen, tap 'Dismiss'.

To update your ECMS account link for something like a password change, tap on the Update ECMS Link button. You will only be able to update your ECMS password, not username. To update your username, contact the IT Service Desk. When you are finished, tap either the 'X' button or the 'Link' button.
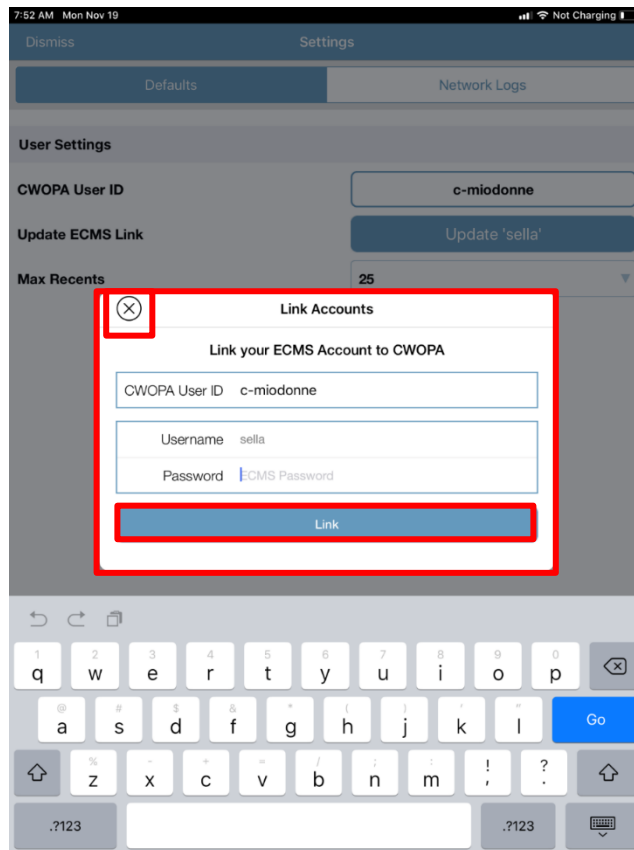
My Briefcase

The My Briefcase section contains 5 subsections to make document access easier.
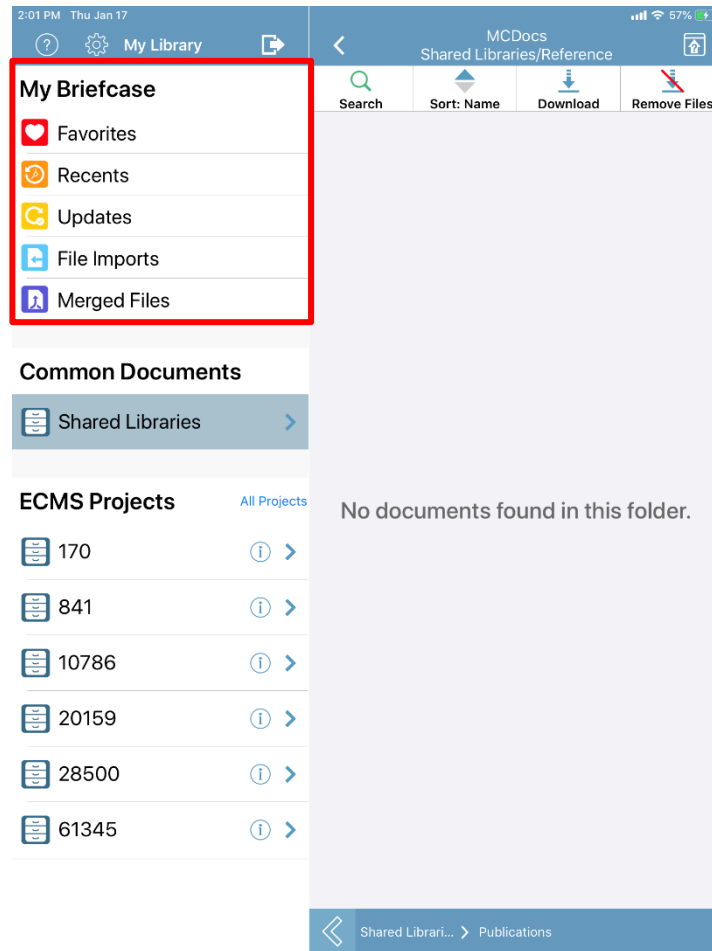
Favorites

Adding files to your favorites allows for quick access to any files you will use often. A file that has been added to your favorites will display a heart in the top left corner of the file icon. To add a downloaded file to your favorites, tap on the actions menu button ( ), then tap "Add to Favorites".
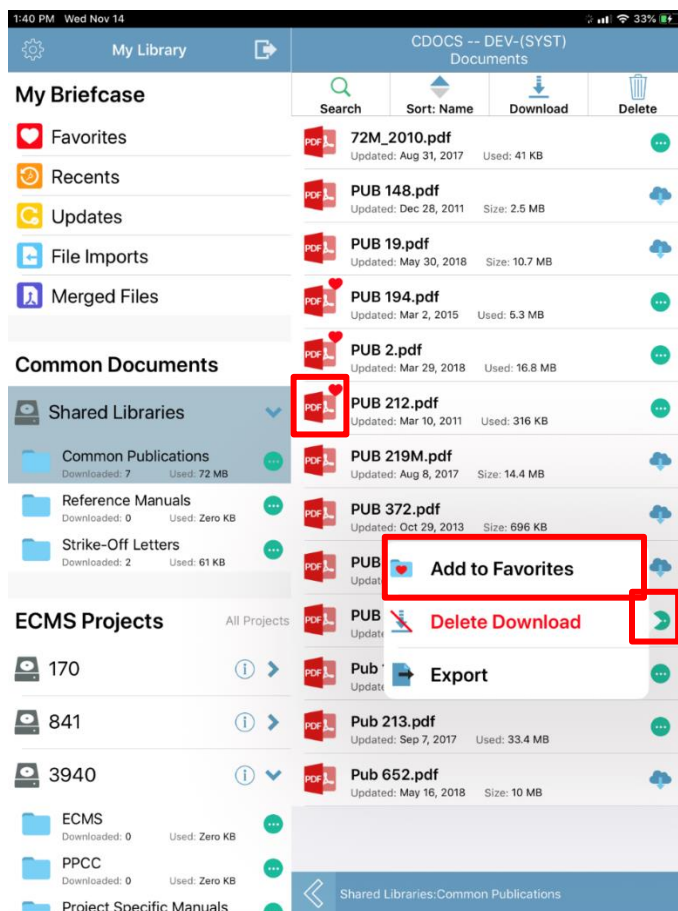
To remove a file from Favorites, within the Favorites folder, tap the actions menu button, then tap "Remove from Favorites". To export a file, tap "Export" and a list of other Apple iPad apps will display.

Recents

The Recents folder will display a list of files you've recently opened on your device. Files will be automatically added to the Recents folder once they are opened. To remove a file from the folder, within the Recents folder, tap the actions menu button, then tap "Remove from Recents".
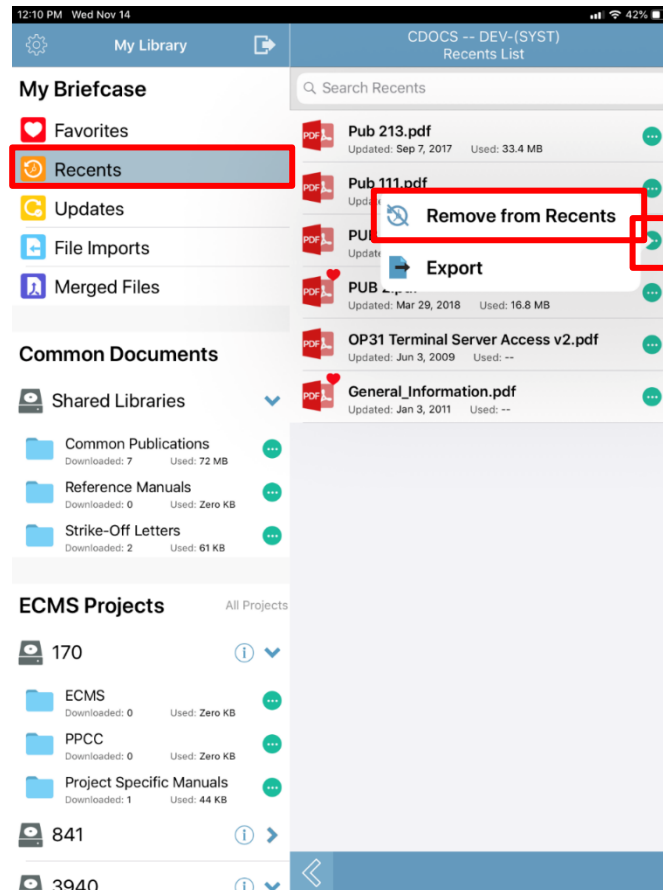
To export a file, tap "Export" and a list of other Apple iPad apps will display.

Updates

File Imports

Any files imported from other Apple iPad applications will be automatically saved and displayed in the File Imports folder. To remove a file from the folder, within the File Imports folder, tap the actions menu button, then tap "Remove Imported File".
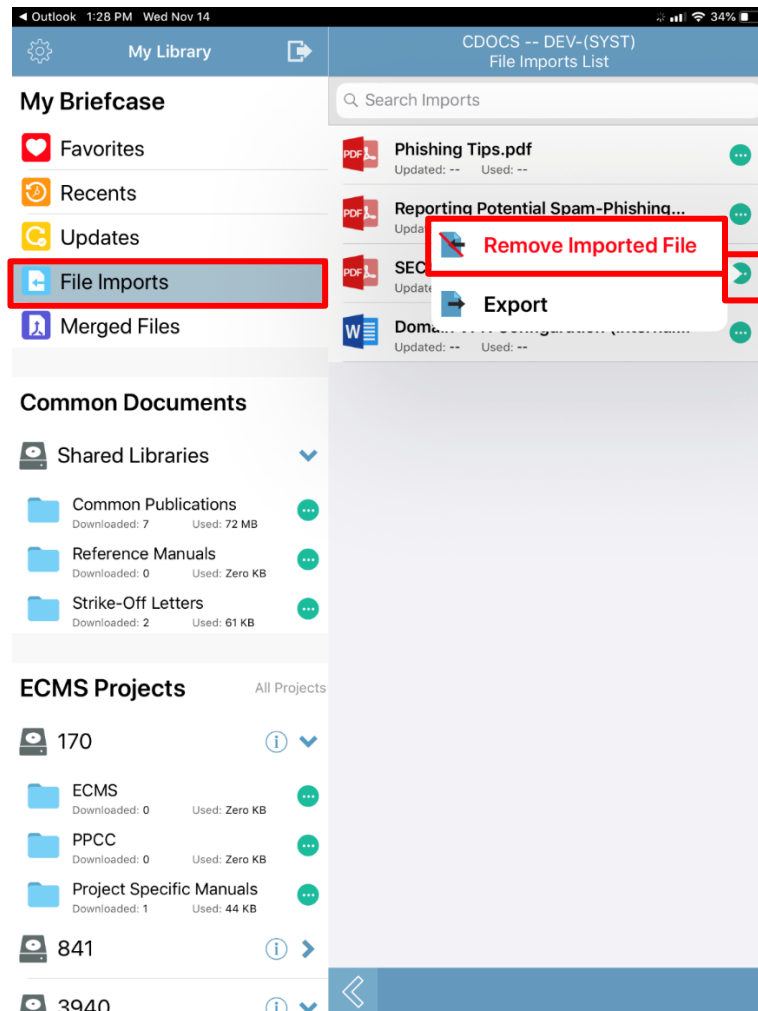
To export a file, tap "Export" and a list of other Apple iPad apps will display.

Common Documents

The 'Common Documents' folder is where you will access all files from shared libraries. 'Shared Libraries' contains the three subsections:

- Common Publications
- Strike-Off Letters
- Reference Manuals

Each subsection will list the number of files downloaded from that folder and the amount of space used.

The menu bar at the top of the right section of the screen provides you with the following capabilities:

- Search
- Sort
- Download All
- Remove All
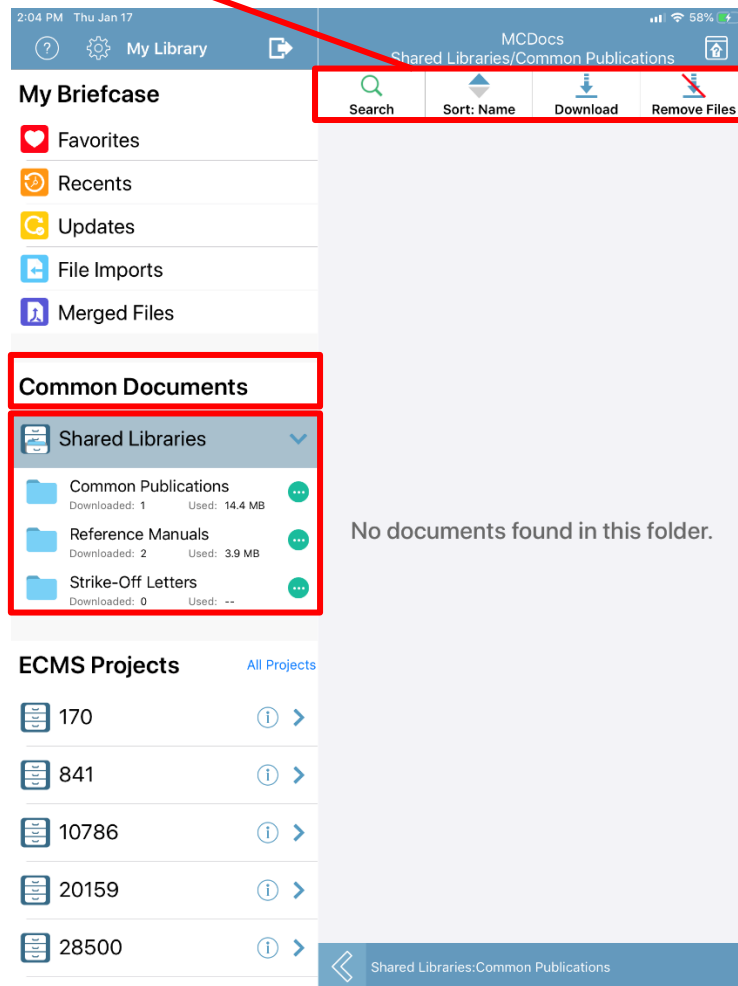
Common Publications

The Common Publications folder is a defined list of the most commonly access forms and publications. Each subsection will list the number of files downloaded from that folder and the amount of space used. To refresh the folder or remove all files you have downloaded from that folder, tap the actions menu button. Any files that have yet to be downloaded will display the cloud with an arrow icon. Downloaded files will display the actions menu button.

Reference Manuals

All other forms and publications are located here, in their respective folders. Each subsection will list the number of files downloaded from that folder and the amount of space used. To refresh the folder or remove all files you have downloaded from that folder, tap the actions menu button. Any files that have yet to be downloaded will display the cloud with an arrow icon. Downloaded files will display the actions menu button. You can also download an entire directory or folder. Tap the actions menu button on the desired folder to display the actions available.
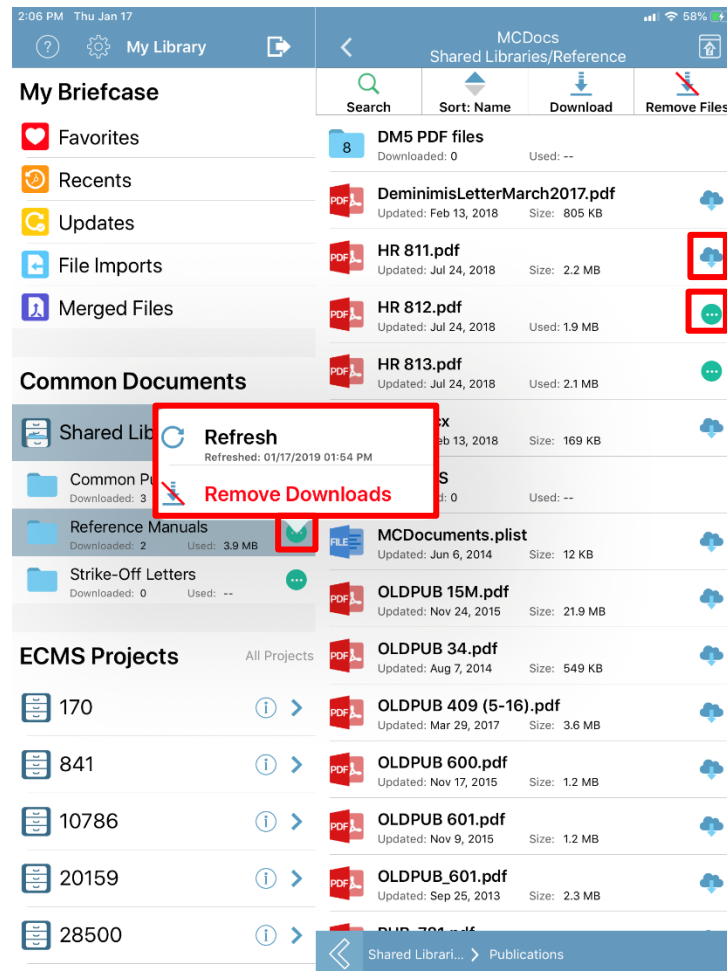
Strike-Off Letters

You will be able to access ECMS Strike Off Letters here. Each subsection will list the number of files downloaded from that folder and the amount of space used. To refresh the fold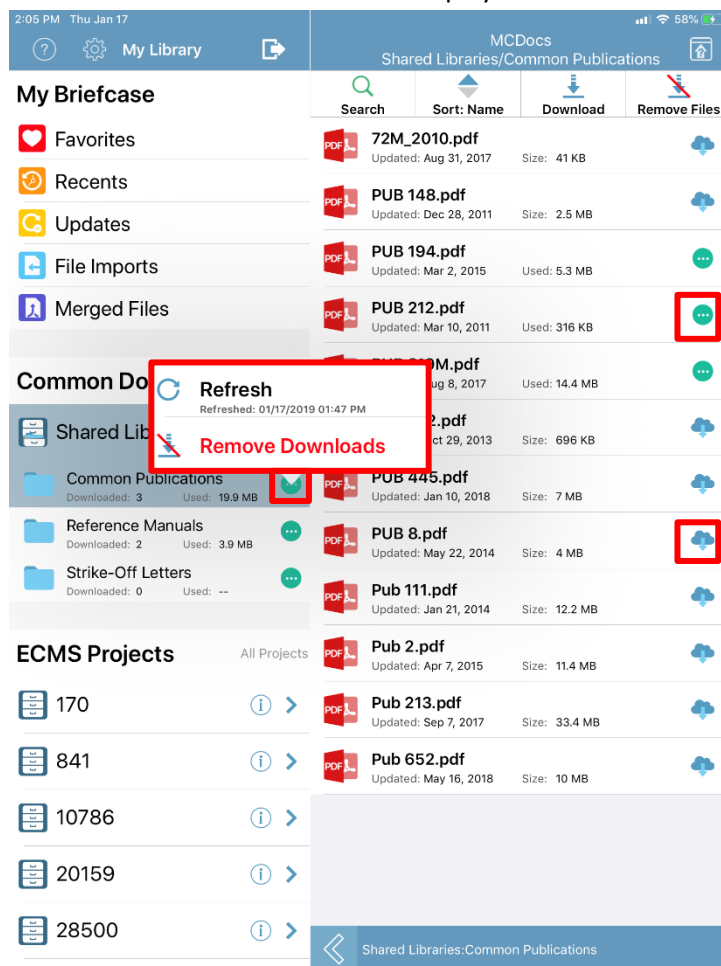er or remove all files you have downloaded from that folder, tap the actions menu button. Any files that have yet to be downloaded will display the cloud with an arrow icon. Down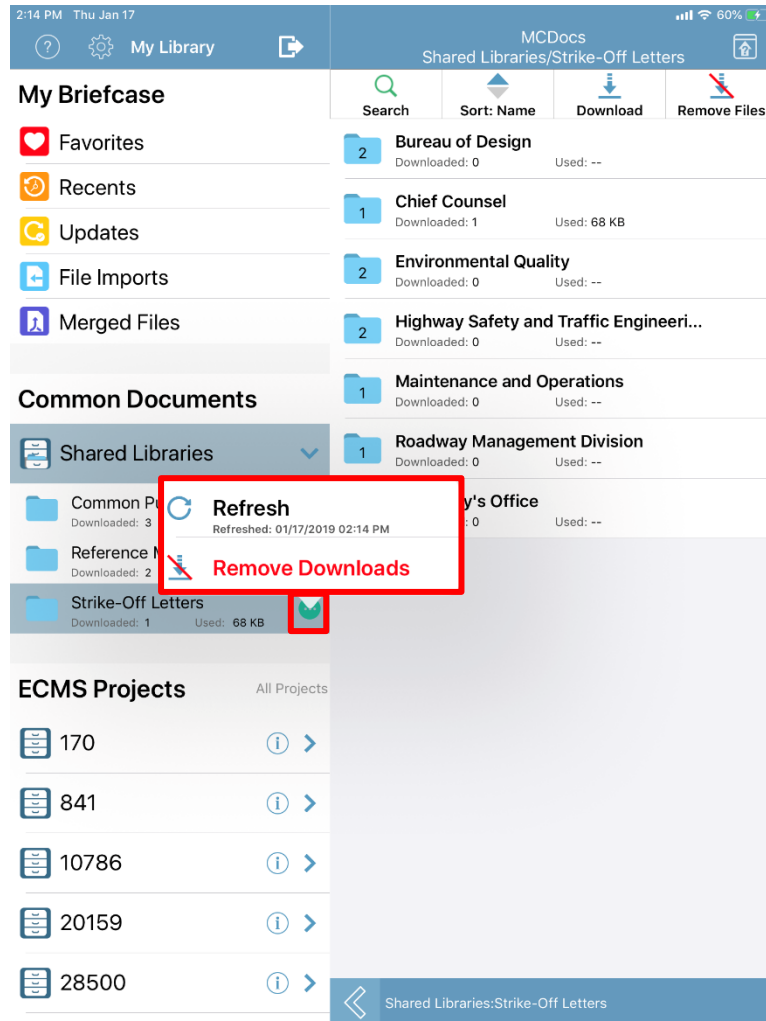loaded files will display the actions menu button. You can also download an entire directory or folder. Tap the actions menu button on the desired folder to display the actions available.

ECMS Projects

The 'ECMS' section is where you will access all files from ECMS. Each project you are assigned to will be listed below. To open a project, tap on it. Each project contains more information that can be accessed by tapping the info button to the right of the project number. Tapping on the each project itself will display three subsections:
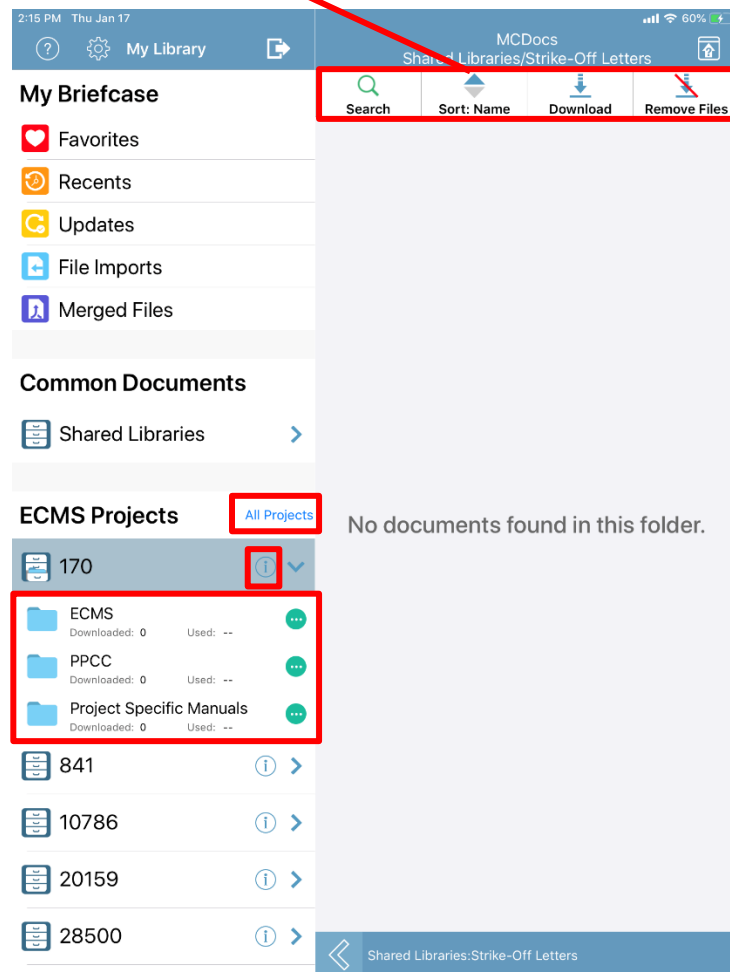
- ECMS
- PPCC
- Project Specific Manuals

Each subsection will list the number of files downloaded from that folder and the amount of space used.

The menu bar at the top of the right section of the screen provides you with the following capabilities:

- Search
- Sort
- Download All
- Delete All

To view all ECMS Projects that are available to you, tap on 'All Projects'.

All Projects

On this screen, you can view all projects which you have access to in ECMS. Each project lists the ECMS Project number, a brief description, an information button to view more project information, and a circle to indicate if it has been selected. Selected projects will display a checkmark in the circle while unselected projects display an empty circle. Any projects that appear to be shadowed and unable to select, are projects that you are a team member of and therefore cannot deselect them.
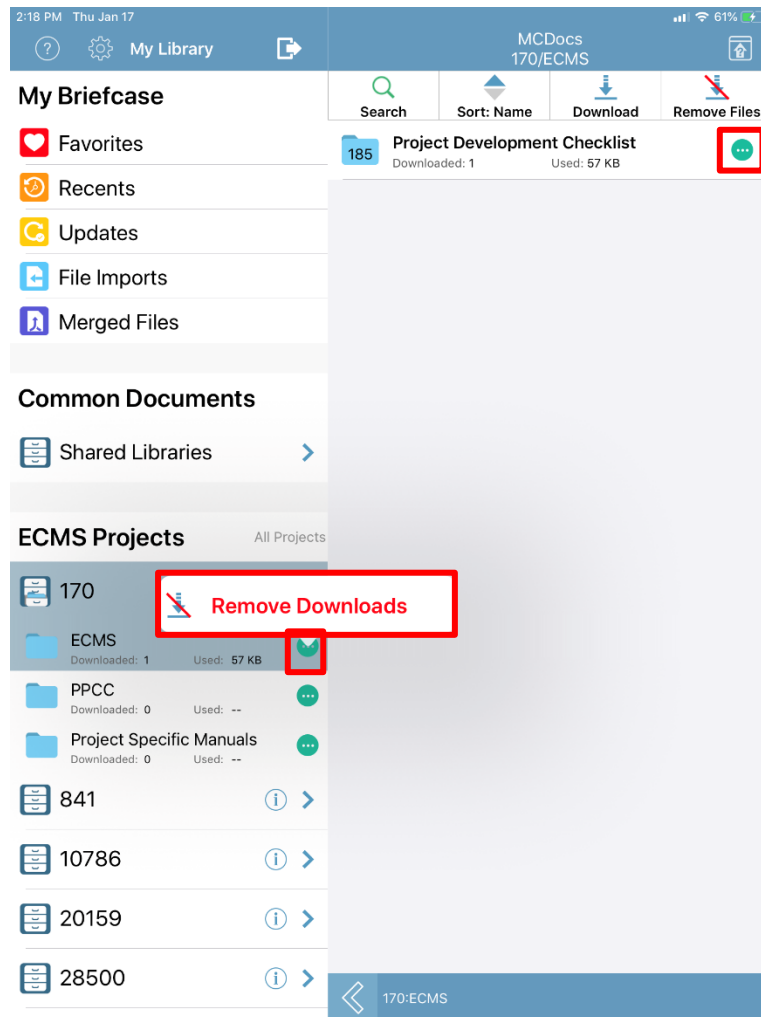
ECMS

The ECMS folder is where you will find Project Development Checklist items and all other ECMS related files. Each subsection will list the number of files downloaded from that folder and the amount of space used. To refresh a folder tap the actions menu button. Any files that have yet to be downloaded will display the cloud with an arrow icon. Downloaded files will display the actions menu button.

MERGING FILES

You can also merge two files together. **You are only able to merge ECMS Project Development Checklist items that are in PDF format**. Any two documents within a specific project under ECMS, Project Development Checklist can be merged. Once the two desired files are downloaded, tap 'Merge' in the top of the Document Menu bar to bring up the merge screen.
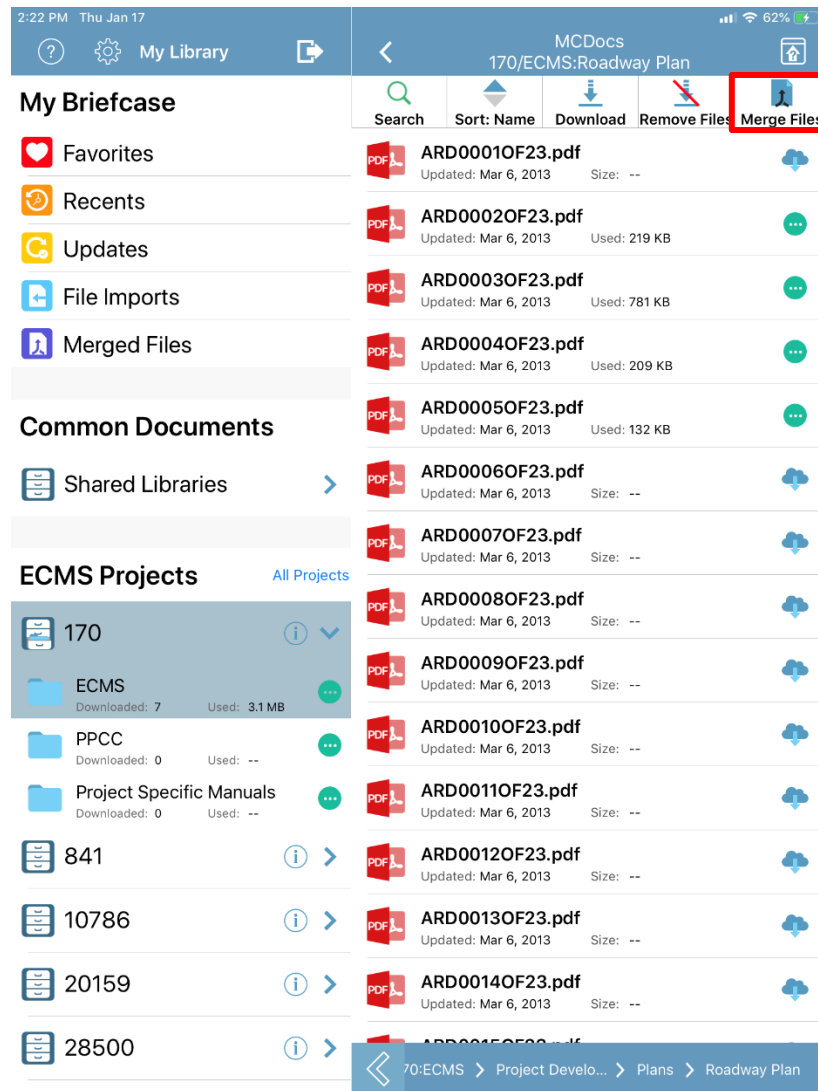
The 'Merge' screen will display a list of all the documents that have been downloaded from this folder. **All files available for merging will automatically be selected to merge.** You can open each file by tapping on the preview button. An empty circle on the right side of the document title indicates it has not been selected to merge. To deselect a document, tap on it and notice the empty circle indicating that file is no longer selected. To deselect all the documents listed, tap 'Select All' in the top right corner. To change the order of the files selected, tap and hold down on the three lines to the right of the file you wish to move and drag to the desired position. The numbers will automatically change once you move the file. Once all desired files are selected, tap 'Merge Files' at the bottom of the screen.
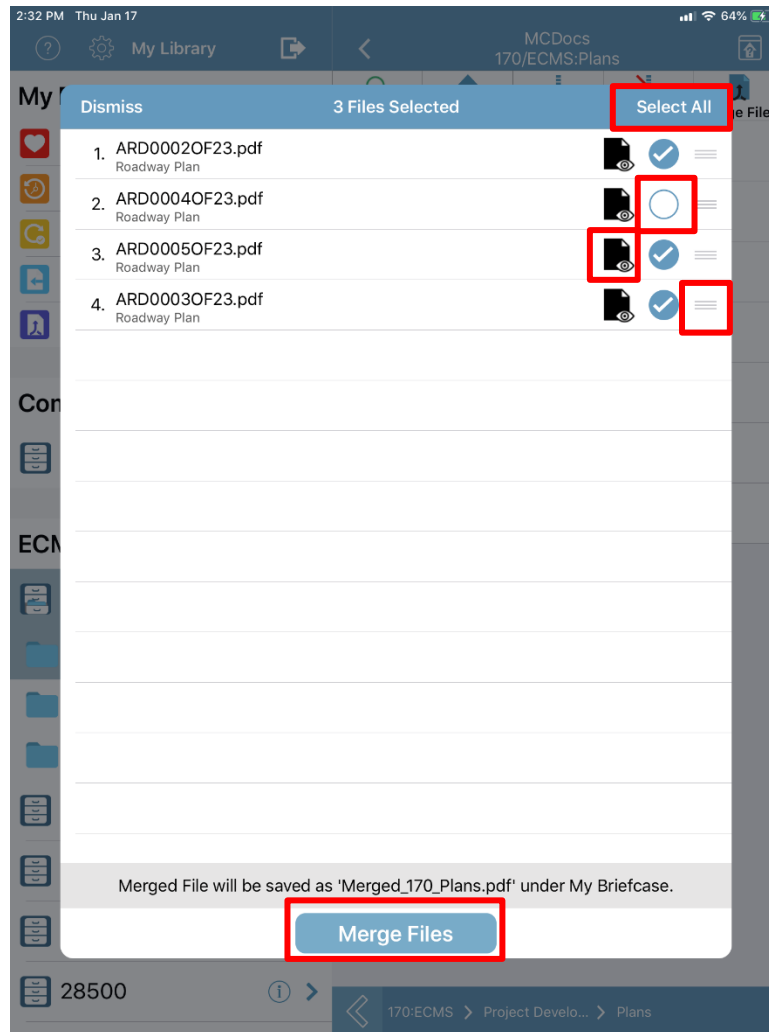
Once the files have finished merging, the merged document will automatically open. You have the same document options as any other documents, such as search, lock screen rotation, and export. Tap 'Done' to exit the merged document. All merged files will be automatically stored and listed, **by the project number** the files were originally located, in the 'Merged Files' folder. From here, you can remove the merged file, or export it to another Apple iPad App.

PPCC

The PPCC folder is where you will find PPCC related items. Each subsection will list the number of files downloaded from that folder and the amount of space used. To refresh the folder or remove all files you have downloaded from that folder, tap the actions menu button. If there are no downloaded files to delete, you will see the button greyed out and unavailable. Any files that have yet to be downloaded will display the cloud with an arrow icon. Downloaded files will display the actions menu button.

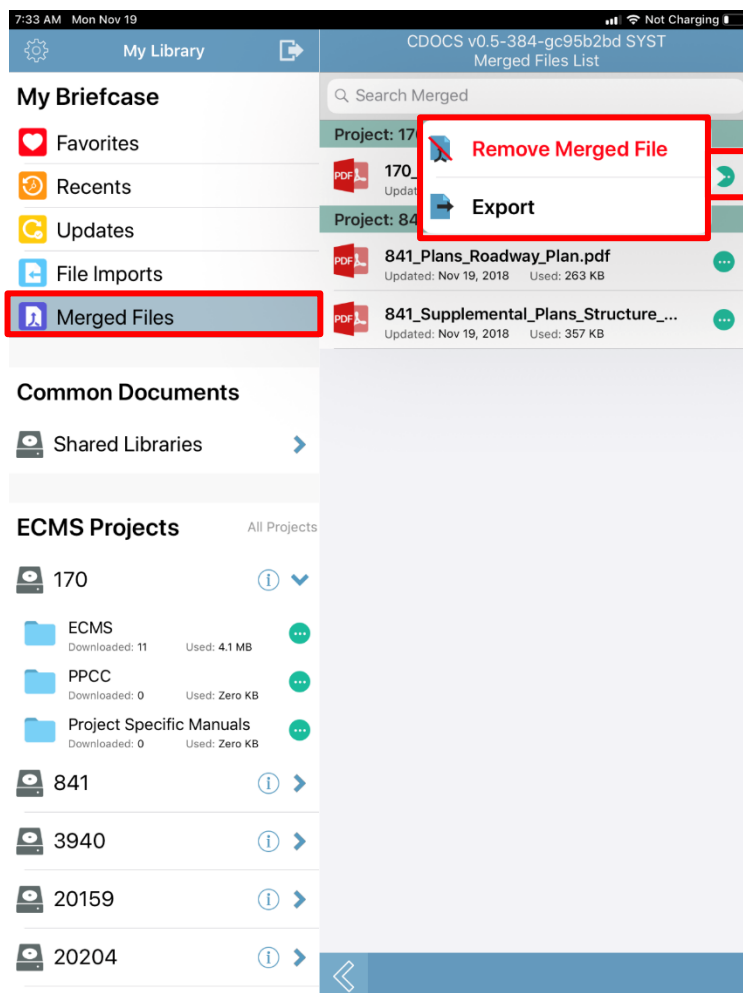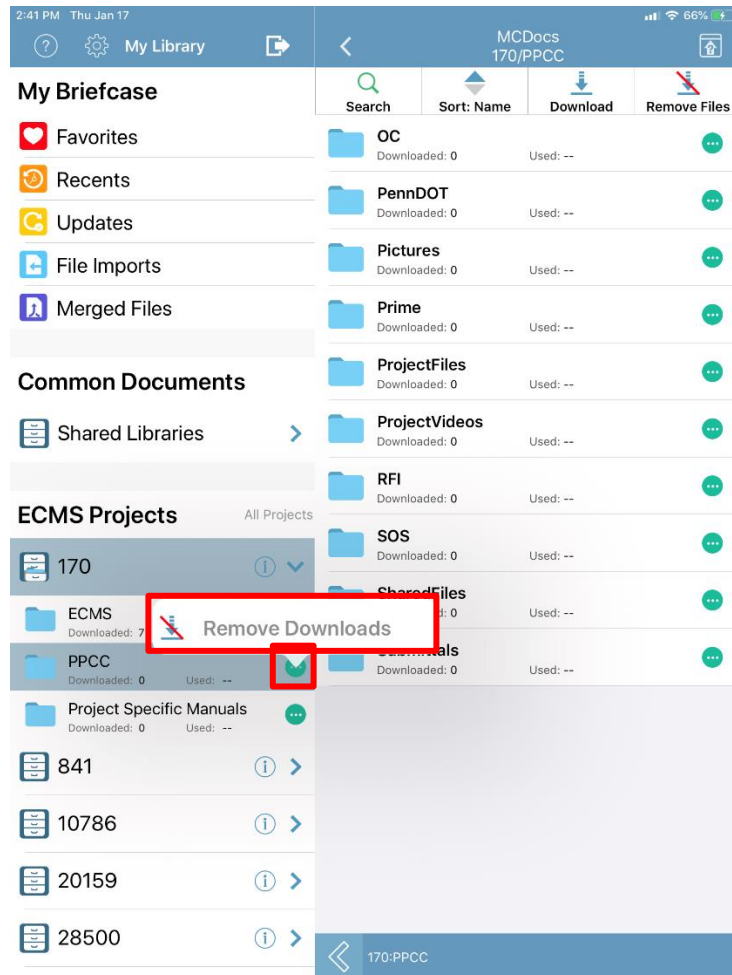## Project Specific Manuals

The Project Specific Manuals folder is where you will find all documents that are directly related to this specific project. Each subsection will list the number of files downloaded from that folder and the amount of space used. To refresh the folder or remove all files you have downloaded from that folder, tap the actions menu button. If there are no downloaded files to delete, you will see the button greyed out and unavailable. Any files that have yet to be downloaded will display the cloud with an arrow icon. Downloaded files will display the actions menu button.
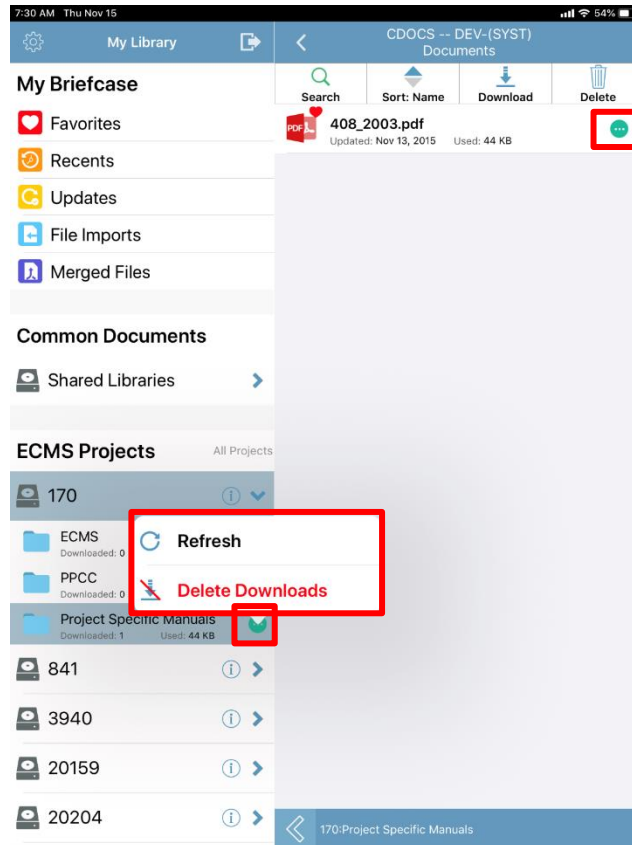
Help

The help function is available throughout the MC Docs app by clicking the question mark button in the upper right hand corner.

Once clicked, help documents and contact information will display.

Additional Project Information

In addition to the ECMS Number, Project name, State Route and Section, available immediately below each project, you can view the County, Municipality and District by clicking the Additional Information button, as seen below.
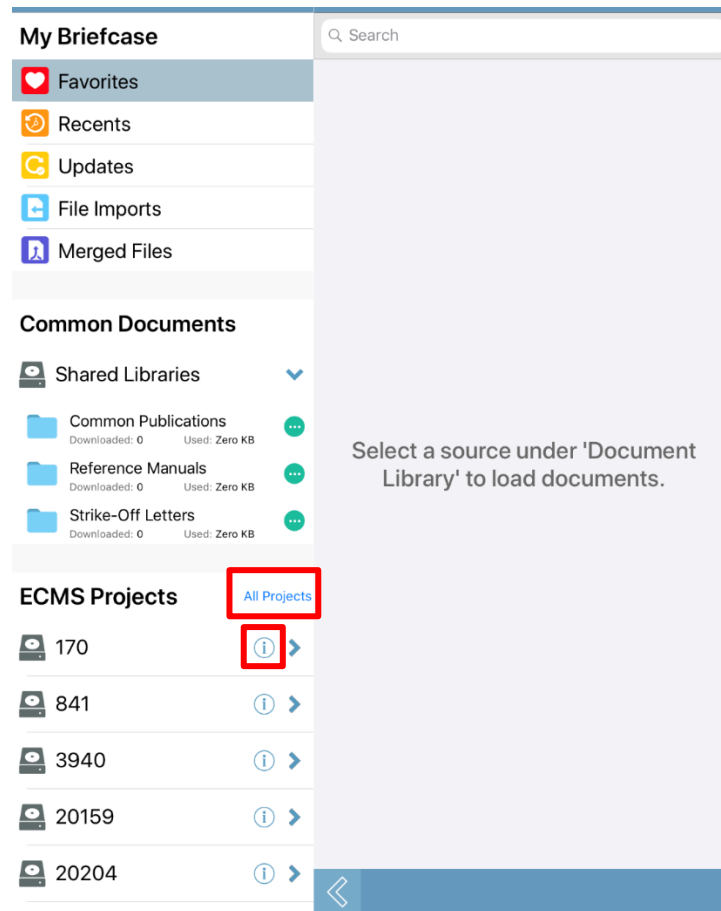
Searching Projects

The All Projects Screen includes a search function for quickly filtering your list of projects if it becomes large. Searched project information includes the ECMS number, County, State Route and Section. To perform a search, tap in the search box to bring up the keyboard. Then, simply begin typing characters present in your desired project. The list will adjust dynamically to quickly cull the list of projects.
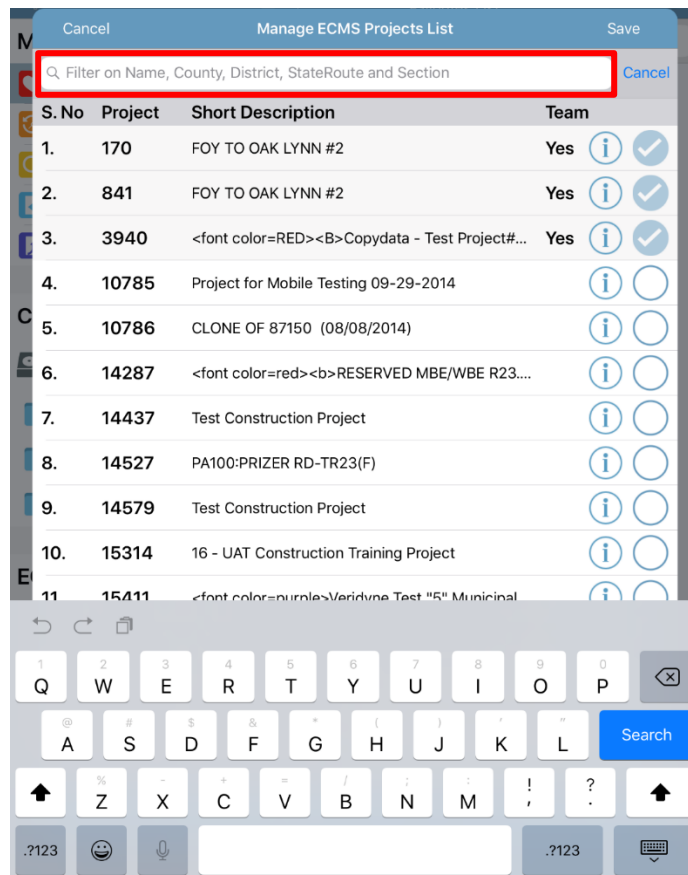
Selecting a Project

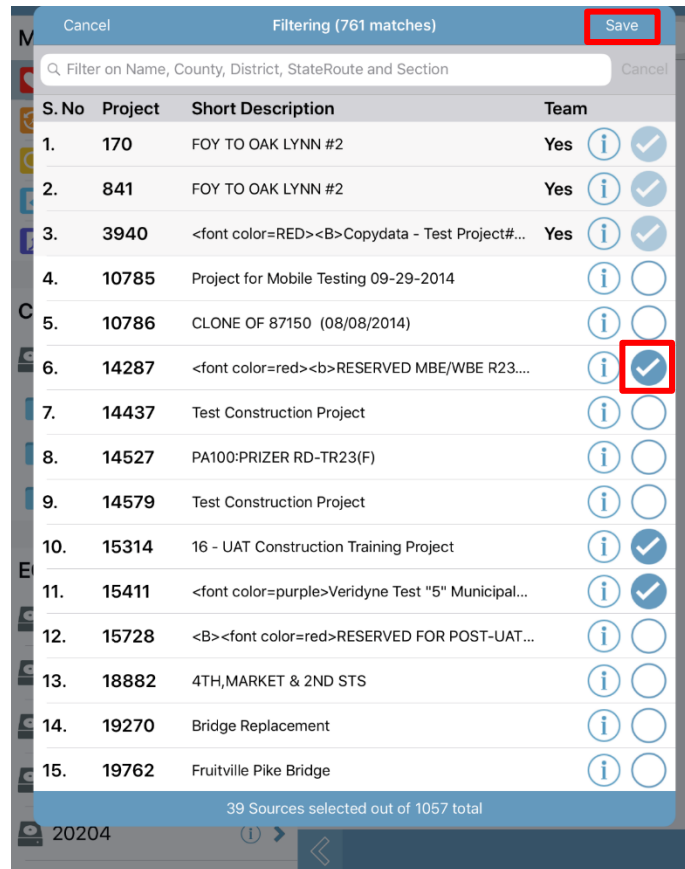To select a project, click anywhere on the Project Information. This will fill in the empty circle on the right hand side of the listing. Once all desired projects are selected, tap Save in the top right corner of the screen. You will notice the projects are now listed underneath the ECMS Projects section.

Downloading Documents

Offline Mode

In order to download documents, your iPad must have either a cellular or Wi-Fi data connection. If it does not, you will be unable to download any documents. To make it clear when your iPad is disconnected from the internet, an indicator has been added to the toolbar, as seen below. When this icon is displaying, your iPad is disconnected from the internet and will be unable to download any documents.
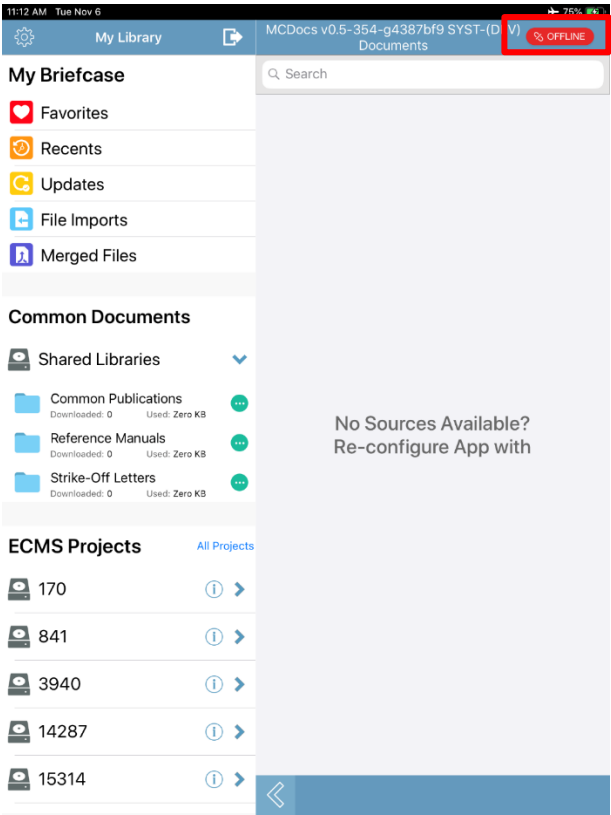
Document Type	Application
PDF	Adobe Reader
Zip	File Manager
Excel	Numbers
Word	Pages
PowerPoint	Keynote

If you encounter a file type which you are unable to open with any available 3rd party applications, please contact the PennDOT help desk.